Project Progress Report

Project Name:	The Allotment System

Reporting Period:	From:	7/1/2006	To:	7/31/2006

Audience:

Schedule Status: **[] GREEN** **[X] YELLOW** **[] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN** **[] YELLOW** **[] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[] GREEN** **[X] YELLOW** **[] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

Allotment Management and Review

Planning:

- **As indicated in the June status report, the TALS AMR schedule has raised concerns about not being able to meet all the desired functionality by April 2007.** In July, the team obtained approval from the Project Sponsor to have the developers, product managers/business owners to work together to develop detail functional requirements for the remaining phases. The remaining phases are: Pre-release edits and submittal, Allotment Review and Approval, Copy, Filter, and Import. The goal of this effort is to:
    - Create a more accurate project schedule
    - Prioritize the requirements based on a penalty/benefit and cost
    - Make better decisions based on more fully defined requirements and schedule
    - Provide a "can we make it by April 2007" decision by August 31, 2006
- Created a draft project plan for allotment reports.
- Sharlene McGrath accepted the position as a BASS product manager.

Requirements:

- Finalized and prioritized the required reports.
- Created the initial report specification for the Revenue detail report.
- Created a list of requirements and development estimates for Filter.
- Created the initial draft of high level requirements for reporting.

Design/Development:

- Completed construction of the Allotment Detail.

Testing

- Completed test case development for Allotment Detail.
- Create a test plan for "Query Builder."

Objectives for the next reporting period

Allotment Management and Review:

Planning:

- Prioritize the requirements based on penalty, benefit and cost for the remaining phases.
- Update and baseline the application project schedule based on the prioritized

requirements.

- Provide a "can we make it by April 2007" decision by August 31, 2006.

- Update and baseline the reporting project schedule based on estimates provided by the reporting team.

Requirements:

- Finalize functional requirements for pre-release edits and submittal, Allotment Review and Approval, Copy, and Import.

- Finalize the report specification for the Revenue detail report.

- Begin drafting report specifications (and report standards) for the following reports:

  o Revenue Summary

  o Cash Disbursements

  o Cash Receipts

- Finalize high level requirements for reporting.

Design/Development:

- Complete construction of Revenue Detail report.

- Complete construction of the parameter page.

Testing

- Complete 80% of the testing for Allotment Detail.

- Complete testing of "Query Builder."

- Create test cases and complete testing of the Revenue Detail report.

Schedule

Allotment Management:

In May a draft schedule of the entire TALS AMR project was created. A refinement of that schedule now has the core functionality being complete in February 2007. The first release is due by April 2007. This month the TALS team began looking at ways to firm up estimates and decide if there is anything that can be shifted around to still meet the April 2007 due date. See high-level draft schedule below: The team will spend a majority of July and August working on more detailed requirements and estimates to help make decision on how to shift things in the plan.

TALS AMR RELEASE 1 Plan: **Target completion date**

Phase 1: Packet Management   *4/30/2006 (Completed)*

Phase 2: Allotment Detail		
Iteration1: Coding Structure	*7/19/2006 (Completed)*	
Iteration 2: Allotment Details	8/31/2006	
Phase 3: Pre-release edits and submittal		
Iteration 1: TALS Pre-release edits	8/21/2006	
Iteration 2: Submit (OFM/AFRS)	9/6/2006	
Phase 4: Allotment Review and Approval		
Iteration 1: OFM Review	10/17/2006	
Iteration 2: OFM Approval	11/2/2006	
Phase 5: Copy/Filter/Find		
Iteration 1: Copy	11/29/2006	
Iteration 2: Filter	12/13/2006	
Iteration 3: Find	12/27/2006	
Phase 6: Import		
Iteration 1: Import preformatted text file (*plan to adjust schedule to have this follow completion of Phase 3*)	2/12/2007 (**Needed to be complete by April 2007)	
Iteration 2: Import from SPS	2/28/2007	
Iteration 3: Import from actuals	4/19/2007	
THE REST (RELEASE 2)	*TBD*	

Budget

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

- Draft schedule indicates delivery of core functionality in February 2007. This leaves no room for slippage.
  - o Mitigation 1: Try to complete functional requirements for the rest of the system and have team members review their estimates.
  - o Mitigation 2: Review the iteration plan and see if it would make sense to shift the iterations around (move things that need to be delivered by April 2007 before things that *could* come during the summer of 2007)
  - o Mitigation 3: Reduce scope where it would actually impact the schedule.
- A vacancy in a tester position in BASS will impact testing. (This has moved from being a risk to becoming an issue).
  - o Mitigation 1: Fill the position as quickly as possible.
  - o Mitigation 2: Have a tester from within OFM assist with testing. (Julie)
  - o Mitigation 2: Use other BASS resources outside of their normal roles and responsibilities.
- A vacancy in another BASS developer position may impact TALS schedule as new lead developer recruits for her replacement, while still handling her previous duties.
  - o Mitigation 1: Recruit and fill the position as quickly as possible.
  - o Mitigation 2: Have other developers assist where they can.
- A vacancy in a contract test position in BASS may impact testing.
  - o Mitigation 1: Request SolutionIQ supply another contract tester.
  - o Mitigation 2: Send out an RFP for a new contract tester.